

CONFIDENTIAL

29 DEC 1980

1/PPPM 80-1416
80-61093

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : Experimental Flexible and Compressed
Work Schedule

REFERENCE : Memo for DDCI fr D/OPPPM, dtd 1 Jul 80,
Same Subject

1. Action Requested: None; for information only. Attached is the second semiannual report regarding experiments with flexible and compressed work schedules. Since the time of the previous report in July, only two components have elected to participate in the experimental program. They are listed on the attachment along with the type and length of their alternate work schedule. (U)

2. Several of the components listed on the previous report have found alternative work schedules successful and have extended their participation in the experiment until a final recommendation is made to you as to whether or not we should continue the use of alternative work schedules in the Agency. (U)

3. Your approval on 6 November 1980 of use of the 5/4-9 compressed work schedule in [] cannot be implemented until February 1981. This delay is due to the Office of Finance's need to reprogram the payroll system to accept this popular work schedule. (U)

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Harry E. Fitzwater

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Attachment

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

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SEMIANNUAL REPORT ON ALTERNATE WORK SCHEDULES

COMPONENT	TYPE OF ALTERNATE WORK SCHEDULE	EXPERIMENTAL PERIOD
1. Office of Political Analysis - Latin America Division (C)	Compressed Schedule	July 1980 - December 1980 (6 months)
2. Office of Finance (U)	Compressed and Flexible Schedule	July 1980 - December 1980 (6 months)

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SEMIANNUAL REPORT ON ALTERNATE WORK SCHEDULES

COMPONENT	TYPE OF ALTERNATE WORK SCHEDULE	EXPERIMENTAL PERIOD
1. Office of Logistics - Printing and Photography Division	Flexible Schedule	August 1978 - January 1979 (6 months)
2. Office of Data Processing - C Division	Compressed Schedule	July - November 1979 (16 weeks)
3. Office of Communications - Human Resources Division	Compressed Schedule	August 1979 - February 1980 (6 months)
4. Office of Communications - Engineering Division	Flexible Schedule	November 1979 - April 1980 (6 months)
5. Office of Logistics - Supply or Procurement Divisions - Data Control and Systems Analyses Branches	Flexible Schedule	January - June 1980 (6 months)
25X1 6. East Asia 25X1 	Compressed Schedule	January - June 1980 (6 months)
7. Office of Imagery Analyses	Flexible Schedule	January - June 1980 (6 months)
8. Intelligence Community Staff Administrative Staff	Flexible and Compressed Schedule	January - March 1980 (3 months)
9. Office of Strategic Weapons Research	Flexible and Compressed Schedule	January - March 1980 (3 months)
10. Office of Current Operations - Text Preparation Branch	Compressed Schedule	January 1980 - January 1981 (1 year)
11. Office of Data Processing - Production Division	Compressed Schedule	February 1980 - February 1981 (1 year)

C O N F I D E N T I A L

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COMPONENT	TYPE OF ALTERNATE WORK SCHEDULE	EXPERIMENTAL PERIOD
12. Office of Personnel Policy, Planning, and Management - Position Management and Compensation Division	Flexible Schedule	January - June 1980 (6 months)
13. Information Management Staff	Compressed Schedule	February - July 1980 (6 months)
14. Office of Central Reference - Europe Division	Flexible and Compressed Schedule	March - August 1980 (6 months)
15. National Photographic Interpretation Center	Flexible and Compressed Schedule	March - August 1980 (6 months)

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